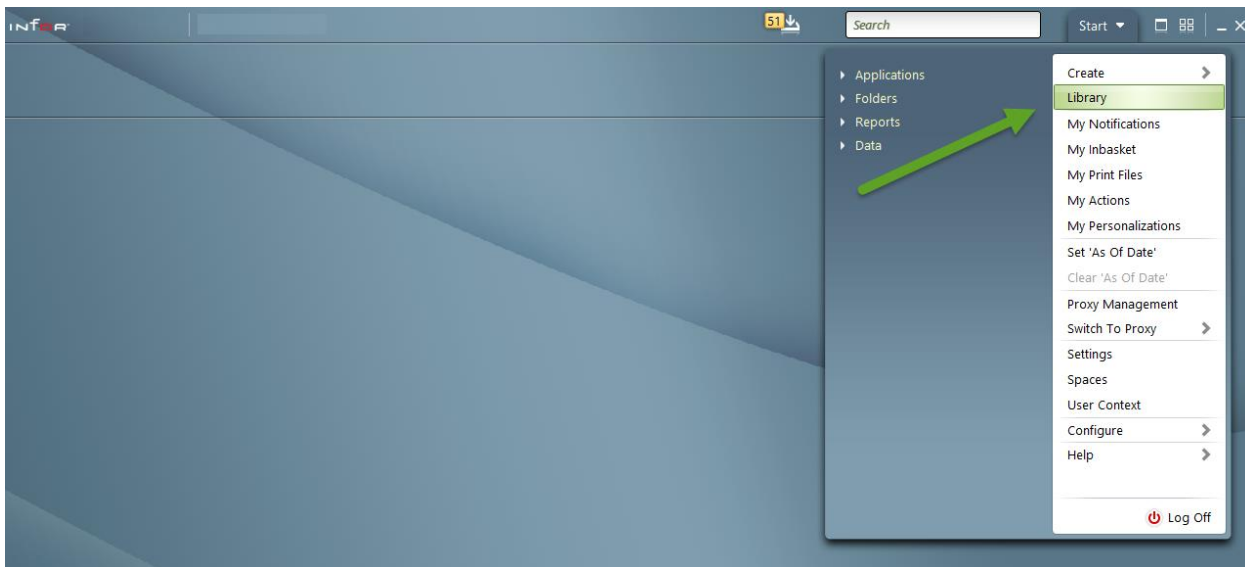


TO ADD MISSING ICONS ON YOUR WORKSPACE IN EMPLOYEE/MANAGER/RICHCLIENT SPACES

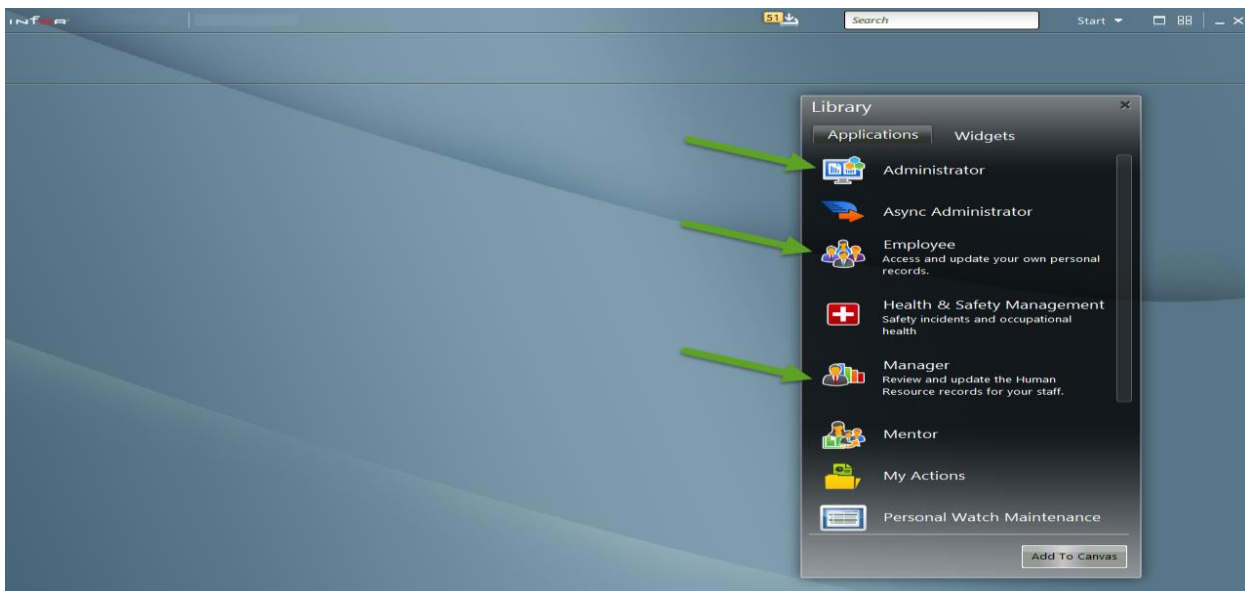
1. Click on the start button on the top right corner.



2. Click on the word "Library".



3. Left click with your mouse and hold the icon you wish to move to your workspace.



4. Drag it to your workspace.



5. Repeat steps 3 and 4 from your “Library” menu for any other icons you wish to add.